

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT V –
Regional Supervisor-Financial

SALARY GROUP: B21

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 7/07/2015

POSITION #: 034044

I. JOB SUMMARY

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, organizes, and directs financial risk assessments for all private facility treatment contracts; directs activities of staff monitoring contracts; and oversees and analyzes completed compliance reviews ensuring accuracy, completeness, contract compliance, and compliance with financial guidelines, policies and procedures, and state and federal statutes.
- B. Prepares and coordinates contract compliance review schedules; determines high risk contracts; develops test instruments and review documents; ensures review findings are substantiated and financial sanctions are correct; reviews contractor requests for reimbursement; and reviews contract requirements ensuring vendor services are provided.
- C. Performs and coordinates fiscal functions to include accounting, budgeting, and purchasing; prepares financial reports and budget requests; reviews program expenditures to ensure that budget limits are not exceeded; and reviews facilities periodic performance reports.
- D. Develops methods for the control of contract expenditure disbursements; analyzes processing systems and functions and recommends improvements; and provides guidance to staff concerning financial issues.
- E. Provides liaison with public and private agencies and organizations involved in the program to resolve problems and ensure compliance with program requirements; and responds to emergencies to include escapes, disturbances, and hostage situations.
- F. Supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, contract management, financial operations, or program administration experience.
3. Experience in the supervision of employees preferred.
4. Financial monitoring experience preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of government auditing principles and practices preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to research and resolve accounting discrepancies and inquiries.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to analyze, consolidate, and interpret financial data.
13. Skill to interpret and apply accounting theory.
14. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, automobile, weapons, and restraining devices.